



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: DENTAL ASSISTANT, DMH & DDS

SALARY RANGE:	T: \$2,622 - \$3,448 per month W: \$3,107 - \$4,085 per month Y: \$3,874 - \$5,093 per month <i>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE:	Limited Term*, Full-Time <i>*This will be a Limited Term (24-month) appointment with the potential of becoming permanent.</i>
PROGRAM/DEPARTMENT:	Medical Director's Office
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: Sonoma Developmental Center currently has an opening for a Limited Term, full-time Dental Assistant. This is a Limited Term, (24-month), Full-Time appointment with the potential of becoming permanent. Under the direct supervision of the Medical Director, the Dental Assistant, Department of Mental Health and Developmental Services, is responsible for assisting the Dentist with clinical procedures by preparing dental instruments and equipment, making appointments for dental procedures, ordering and stocking various dental supplies, keeping the dental clinic in a neat and orderly fashion, filing and maintaining dental clinical records. The Dental Assistant is expected to have knowledge of techniques used in dental x-ray, the names of the teeth and various surfaces of the crown of the tooth. The incumbent must have the ability to identify common dental instruments, equipment, and materials and mix amalgam and preparing dental accessories. Other duties as indicated on the employee duty statement.

WHO MAY APPLY: Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per the California State Personnel Board's Rule 250, all applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Specification and related information may be located by visiting: www.calhr.ca.gov Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. Faxed applications or resumes that are not accompanied by official form STD-678 will not be accepted for any reason.

SEND YOUR COMPLETED STATE APPLICATION (STD.- 678) TO THE FOLLOWING:

Sonoma Developmental Center

Personnel Examination Department (Administration Building)

15000 Arnold Drive – Room #124

Eldridge, CA 95431

(707) 938-6474 Contact Keri Edmiston for questions specific to essential functions of the position only). Civil Service Eligibility will be determined by the Human Resources Analyst at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION